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SAPC - 4544
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16 March 1956

MEMORANDUM FOR THE RECORD

SUBJECT : Processing for Overseas Movement of Project Personnel

1. With the inception of a verbally established and coordinated processing system for movement of Project personnel overseas, this memorandum is written in order to establish firmly the methods and procedures to be followed, and for use by those interested Project Headquarters personnel.
2. It has been established that there will be three echelons for Detachment A. The first and second echelons will deploy through Washington and will travel overseas by commercial air transportation. The third (final) echelon will depart from the ZI for overseas by military air transportation. Although a system of echelon departure for future Detachments has not yet been established, it will probably follow the same pattern as that of Detachment A.
3. The dates for deployment are, as of this date, the following:

Detachment A: 1st Echelon - 26 March
2nd Echelon - 16 April
3rd Echelon - 1 May

It is now definitely planned to send ten Project personnel (six Commo and four Security) with the first echelon. Approximately the same number will depart with the second echelon. The Executive Officer of Detachment A will leave Headquarters 12 April.

4. The present processing plan is as follows: A "Clearance Sheet - Foreign" (see attached) is now being given to:

- a. All persons EODing on the Project before they go to [redacted]
- b. All returnees to Headquarters from [redacted] prior to their return to [redacted] or departure overseas.
- c. All Headquarters personnel.

The first step in processing will be a conversation by the individual with the undersigned at which time the latter will explain the clearance sheet and direct personnel to the persons to whom they should report. All clearance sheets will be returned to the undersigned by personnel returning to [redacted] and kept by him. Such sheets will be filed alphabetically in a clearance folder. Some

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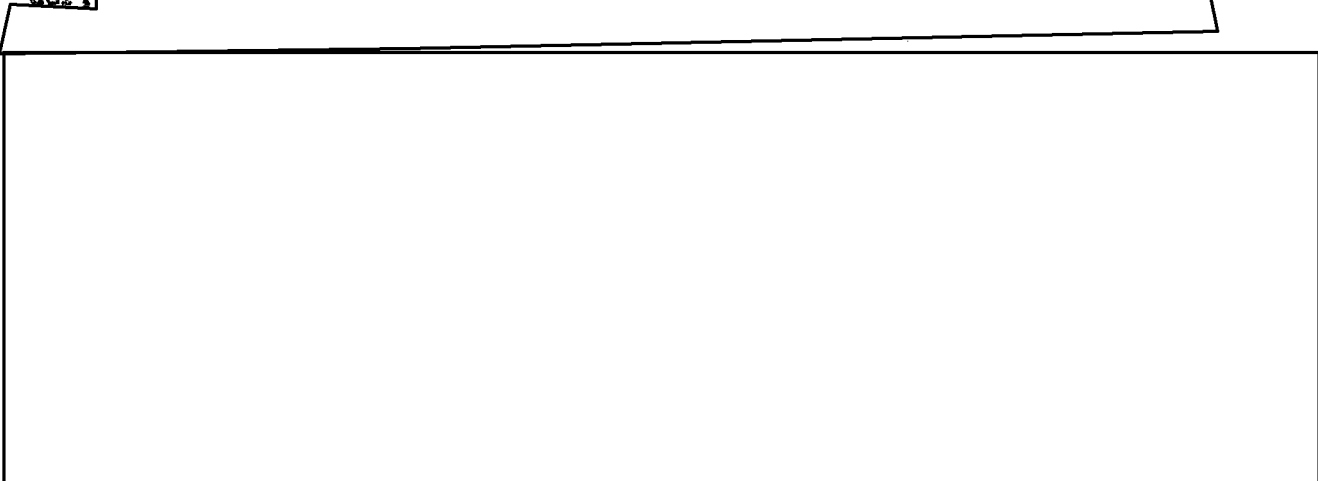
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"check" items will be impossible to cover until immediately prior to departure; i.e., ID card (trade in AGO 65 for Form 489 Geneva card), final security briefing, and area briefing.

5. Wednesday, 21 March, has already been established as processing day for all first echelon personnel. On Thursday, 22 March, at 1400, films will be shown as a part of the processing procedure.

6. The area briefing will consist of each man in the Detachment being supplied with a folder on the area to which he is going, containing information of interest to him. This folder is under preparation and will be available to the first echelon personnel.

7. Records on tetanus shots and blood types will be extracted from the medical records, by the undersigned, coordinated with the Project Medical Officer.



10. In order to utilize fully the processing procedures of the Agency, the services of CPB have been offered to assist Project personnel in processing, especially in the finance field. Item No. 8 on the clearance sheet will receive the signatures of both [redacted] of CPB.

11. A processing clerk will assist the undersigned in all of the above. This position will be filled effective 19 March, and the incumbent will execute essentially the following:

a. Establish and maintain a central flow chart (divided into the following groups):

1. 1st Echelon, Detachment A.
2. 2nd Echelon, Detachment A.
3. 3rd Echelon, Detachment A.
4. Detachment B.
5. All others, including Headquarters.

The flow chart covers all phases of processing.

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b. Establish and maintain an immunization folder, recording:

1. Shot records received.
2. Shot records being documented [redacted]
3. Immunization cards (2) on file in Project [redacted]

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c. Maintain an established passport application folder:

1. Maintain as established, recording whether an individual has applied for a passport (including the processes involved), and whether the undersigned has received passports into his possession.

2. Record of applications made at Headquarters [redacted] and on whom passports should be received from [redacted]

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25X1

d. Maintain a chronological record for processing purposes of all:

1. Persons who EOD on the Project.
2. Returnees from [redacted]
3. Headquarters personnel who have not yet been processed.

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(Note: A complete list of all the above - 1, 2, 3 - will be given to the undersigned by the processing clerk daily.)

e. Orders (checking with the Project Travel Section):

1. Agency - travel.
2. Orders for passports on applicants applying outside of Washington.

12. On 24 April [redacted] a processing team, composed of the undersigned, [redacted] (Finance, CPB), and [redacted] will process all personnel at [redacted] who have not received Headquarters processing benefits. Further, items mentioned in the final sentence of (4), above, plus the showing of two or three documentary films, will be covered.

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Assistant Administrative Officer
PCS/DCI

Distribution:

Orig - Memos for the Record	6 - Commo	11 - Contr. O
2 - RMB	7 - LO	12 - Fin
3 - [redacted]	8 - [redacted]	13 - Travel Section
4 - SO	9 - Proc. [redacted]	14 - Reading
5 - Ops	10 - Med O	15 - Chrono

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CLEARANCE SHEET - FOREIGN

All personnel processing for an overseas assignment are required to clear through the following Sections/Divisions:

	<u>Processing Offi- cer's Initials</u>	<u>Date</u>
1. Personnel	_____	_____
2. Immunizations	_____	_____
3. Passport	_____	_____
4. I. D. Card	_____	_____
5. <div style="border: 1px solid black; display: inline-block; width: 250px; height: 25px; vertical-align: middle;"></div>	_____	_____
6. Special Security Clearances	_____	_____
7. Reserve/Draft Status	_____	_____
8. C.P.B. Processing	_____	_____
9. Security Briefing	_____	_____
10. Processing Certification Interview and Area Briefing	_____	_____

Note: Keep this sheet with you, to be turned in upon completion of Item 10.

NAME: _____

DATE: _____